

PERSONNEL POLICY  
Fauquier County, Virginia

Policy Title:	Section No.:	Effective Date:
Reference and Investigation	12	9/25/86
		Supersedes Policy:
		New

~~I. REFERENCE AND INVESTIGATIVE REQUIREMENTS~~

- ~~A. The Personnel Specialist shall establish minimum required reference and investigation criteria in order to determine the personal integrity and competence of each applicant and promotional candidate.~~
- ~~B. All applicants and promotional candidates for competitive service positions shall be required to comply with all reference and investigatory requirements established by the Personnel Specialist in order to be considered qualified or to be given final consideration. The facilities and personnel of the departments of the County Government shall be made available to assist the Personnel Specialist, as requested, in handling reference and investigatory matters. All such reports shall be forwarded to the Personnel Office for inclusion in County personnel files, which are the property of the County.~~

~~II. DISQUALIFICATIONS BEFORE APPOINTMENT~~

- ~~— The County Administrator or appropriate Constitutional Officer or their designee may disqualify any applicant not possessing a satisfactory record prior to appointment.~~

~~III. DISQUALIFICATIONS AFTER APPOINTMENT~~

- ~~— In the event that it is necessary to appoint an applicant to a position before an investigation is completed, the employee may be determined by an appointing authority to be ineligible for continuance in a position if the results of the investigation show that he possesses an unsatisfactory record. In such case the appropriate supervisory authority shall furnish the Personnel Office a Personnel Action Notification requesting termination of the employee.~~

~~IV. NOTICE OF DISQUALIFICATION~~

- ~~— Each applicant or employee disqualified or dismissed for failure to possess a satisfactory record shall be officially notified in writing by the Personnel Specialist through appropriate supervisory officials.~~